

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Accounting Staff

DATE: 18 June 1954

FROM : Chief, Finance Division

SUBJECT: Employee Index Number

1. In accordance with your request, your proposed memorandum, dated 15 June 1954, has been reviewed and my reaction to the proposed procedure are contained in the following paragraphs.

2. From an accounting procedures and control standpoint, the adoption of the proposed numbering system should eliminate much of the confusion and provide the solution for many of the problems encountered in attempting to maintain accounting control under the present methods of identifying Agency personnel. Also, in addition to improved accounting control, some economies in overall operation should be realized.

3. Although adoption of the proposal appears to be highly desirable from an accounting and administrative standpoint, such course of action should not be decided upon without review of the possible impact on security of Agent identities. While the use of varying prefixes and suffixes in connection with the basic 5-digit employee number would tend to conceal the relationship between the various series, the fact remains that this number provides a ready means for identifying Agents to all their identities, by using the basic number as a cross reference. Although it must be assumed that many employees who do not now have the "need to know" may, by the exercise of some ingenuity and imagination, obtain these identities even under the present system, the proposed system provides a ready-made mechanical cross reference not now available. Further, such cross reference to identities would become available as a matter of routine to groups of employees who now obtain such information only on a restricted basis. For example, Machine Records Division, unvouchered staff employees payroll and certain Personnel Division groups.

4. An obvious solution to the security hazard indicated above, would be to apply the system as indicated above except that a separate series of basic numbers would be utilized for Agent type personnel than for other personnel. Such approach would result in two series of numbers and would sacrifice some of the advantages of the proposal. It would seem, however, to represent a substantial improvement over the present systems without weakening present security safeguards.

5. In summary, in my opinion from an accounting and administrative viewpoint the proposal should be adopted; however, I feel that the

security implications indicated above should be known to the Security Office in order that we can be assured that their concurrence, if given, is based on full knowledge of the possible security effect of the procedure.



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